

A-1's Made Simple



**STATE BOARD OF ELECTIONS
CAMPAIGN DISCLOSURE DIVISION**

What is a Schedule A-1?

A Schedule A-1 is a special, stand-alone report required for larger contributions received prior to an election. Specifically, it is used to report contributions of more than \$500, in aggregate, from a single source, but only if received during the 30 days immediately preceding any election except a general primary election. For a general primary election, the A-1 period runs from January 1st up through and including the day before the election. It is not necessary to file an A-1 for contributions received outside of the A-1 filing period for any election.

Who needs to file?

Only political committees actually participating in an election need to file A-1's. Participating committees must file a Schedule A-1 for each and every aggregate contribution of more than \$500 from a single source received during the 30 days prior to an election (or beginning January 1st for a general primary election). A committee is considered to be 'participating' in an election if it has a candidate or proposition on the ballot, if it spends a total of more than \$500 in support of or in opposition to any candidate(s) or issue(s) on the ballot, or if it spends a total of more than \$500 for any form of communication that mentions the name of a candidate, party or question of public policy before a general primary or general election. A committee formed to support or oppose a candidate or question of public policy on the next election ballot is always considered to be participating in that election, and must file an A-1 for any qualifying contribution. If you are not sure if your committee meets the definition of 'participation', contact the Board.

When do I need to file, and how do I file?

A Schedule A-1 must be filed within 2 business days of receipt of the contribution. This means the State Board of Elections must receive the A-1 within 2 business days. For this reason, it is not advisable for a committee to mail a Schedule A-1 – a postmark is not used to determine whether an A-1 has been filed in a timely fashion. In order to better ensure an A-1 is filed on time, we recommend one of the following filing methods:

1. **Hand Delivery:** Reports may be hand delivered to the State Board of Elections at either of the following addresses:

Springfield
1020 South Spring Street

(hours) 8:00am – 4:30pm

Chicago
James R. Thompson Center
100 West Randolph, Suite 14-100

(hours) 8:30am – 5:00pm

2. **Facsimile:** Reports may be faxed to the State Board of Elections at (217) 557-5630, (217) 782-5959 or (312) 814-6485.

* Please retain a confirmation transmission for your records.

* If faxed, please do not submit the original.

3. **Electronic Transmission:** Reports may be filed electronically with the State Board of Elections, using Illinois Disclosure Information Software (IDIS) or another accepted electronic filing software system.

*Be advised that committees who are required to file their other reports electronically must also file A-1's electronically – hand delivery or faxing are not permitted for those committees.

*Remember that Local and State/Local committees filing electronically must also file copies with the County Clerk, unless the county in question is enrolled in an optional waiver program – check with the Board or County Clerk for details.

Common questions:

“If a candidate contributes to his own committee, does an A-1 need to be filed for that contribution?”

YES – Candidate contributions are treated no differently than any other contribution. If any contributions total more than \$500 in aggregate from a single source in the 30 days before an election or the period beginning January 1st for a general primary election, an A-1 must be filed. This includes cash, loans or in-kind contributions made by a candidate to his own committee.

“What about in-kind contributions or loans, do they require A-1’s too?”

YES – A-1 requirements apply to all types of receipts, including in-kind contributions, loans and individual contributions. Keep in mind that candidates who make expenditures for their committees out of their own pockets are also required to file A-1’s. This is because the expenditures are considered individual contributions, loans or in-kind contributions to the committee.

“What date should we state on the A-1, the date on the check or the date we actually receive the contribution?”

A contribution should be reported based on the date the committee actually receives it, regardless of what date is on the check. The date the committee deposits the money in its account should not be used, unless it is the same date the contribution was received. In the case of in-kind contributions, the date of receipt is considered to be two days after the date the committee receives notification of the contribution from the donor, or two days after the date the committee has knowledge of the contribution. In either case, the committee has two business days after receiving the contribution to file a Schedule A-1.

“What if my committee receives several smaller contributions that add up to more than \$500?”

An A-1 is required for aggregate contributions of more than \$500 from a single source in the 30 days prior to an election or the period beginning January 1st for a general primary election. For example, if in the month before an election, your committee receives 4 contributions of \$100 from the same donor and then receives an additional \$200 from that donor; you would be required to file an A-1 after receiving the fifth contribution (the one that passed the \$500 threshold). The A-1 should include a listing of each of the contributions making up the \$600 aggregate total. In addition, any further contributions from the same donor would require additional A-1 filings, because that donor had passed the A-1 reporting requirement.

“Is an A-1 the only place I need to report these contributions?”

NO – contributions reported on an A-1 should also be included on the committee’s next scheduled report. Remember that the dates, amounts and other information on the A-1 should be the same as those listed on the Semi-Annual or Pre-Election Report.

“If I receive a contribution on a weekend or Friday, when does the A-1 need to be filed?”

A-1’s must be filed within 2 business days of the receipt of a qualifying contribution. So, if a committee gets a contribution exceeding \$500 on Friday, Saturday or Sunday, the A-1 must be filed by Tuesday. Remember – that means the A-1 must be received by the State Board of Elections within two business days – postmarks do not count.

“What if I receive a contribution the day before the election?”

An A-1 must be filed for any contribution exceeding \$500 that is received in the 30 days before an election, or for a general primary election in the period from January 1st up to the election date. This includes the day before the election, but does not include contributions received on the actual date of the election.

“If my committee has not yet filed a Statement of Organization with the State Board of Elections, does it have to file A-1’s?”

Possibly, but only in some cases. Remember, a committee must file a Statement of Organization after receiving or expending a total of \$3000. If a contribution (more than \$500) puts the committee above the \$3000 creation threshold, it

must be reported on a Schedule A-1 within two business days – even though the committee has five days in which to file its Statement of Organization. To avoid confusion in such cases we recommend filing the Statement of Organization no later than the Schedule A-1.

“If I give another committee more than \$500, what are my reporting requirements?”

You need only file A-1's for contributions received by your committee. Expenditures and loans made by a committee should be included on Pre-Election and/or Semi-Annual Reports, but the contributor does not need to file an A-1.

“If I file my A-1 by fax or electronic filing, should I also send in a paper copy?”

NO – Do not follow up with a paper copy if you use electronic or fax filing. Just be sure to keep a confirmation transmission for your records.

Other A-1 Information:

Please remember that failure to file any required Schedule A-1 on time can lead to substantial fines for a committee. Information on fines and instructions for filling out a Schedule A-1 are available on the back side of the A-1 form. Assistance is also available by contacting the State Board of Elections.

For more information, complete guidelines and rules and regulations as set forth by the Board, contact:

Illinois State Board of Elections
1020 South Spring Street
Springfield, IL 62704
(217) 782-4141
(800) 527-VOTE (8683)
(217) 782-5959 (FAX)
(217) 782-1518 (TDD)
webmaster@elections.il.gov

or

State Board of Elections
James R. Thompson Center
100 West Randolph, Suite 14-100
Chicago, IL 60601
(312) 814-6440
(800) 923-VOTE (8683)
(312) 814-6485 (FAX)
(312) 814-6431 (TDD)

Information including the law, the rules and regulations, forms, calendar, and a glossary of terms may be obtained by accessing the State Board of Elections website at www.elections.il.gov.

Portions of this pamphlet make reference to rules and regulations listed in 10 ILCS 5/9-10(b) and 10 ILCS 5/9-10 (b-5) and Ill. Admin. Code Sec. 100.70.

This pamphlet is a guide for reporting and the disclosure of information on Schedule A-1's and should not be used as legal advice. This pamphlet should not be construed to modify, in any way, the Illinois Election Code or its rules and regulations. The State Board of Elections recommends that all political committees consult with our agency or with competent legal counsel if any problems or questions arise that are not addressed in this pamphlet.

ISSUED BY THE
Illinois State Board of Elections

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